



SECTION 3 EMPLOYMENT AND TRAINING REPORT

Project Address: _____

Date: _____

Eligible Organization/Contractor and/or Subcontractor: _____

Contact Person: _____ Phone No: (____) ____ - ____ E-Mail Address: _____

Dollar Amount of HOME Award/Contract/Subcontract: \$ _____ Report Period _____

Part I

Employment and Training Record:					
A Job Category	B # of Full Time Employees Hired on the Project	C # of New Hires in Column B that were Section 3 Residents	D Total Hours Worked on the Project by all Employees	E Total Hours Worked on the Project by Section 3 Employees	F # of Section 3 Employees and Trainees
Professionals					
Technicians					
Office/Clerical					
Construction by Trade					
Trade					
Trade					
Trade					
Trade					
Trade					
Trade					
Other					
Other					
Other					

Part II: Contracts Awarded

1. Construction Contracts:

- a. Total dollar amount of all contracts awarded on this project. \$ _____
- b. Total of the contracts awarded to Section 3 Businesses \$ _____
- c. Percentage of the total dollar amount that was awarded to Section 3 Businesses _____ %
- d. Total number of Section 3 businesses receiving contracts _____

2. Non-Construction Contracts

- a. Total dollar amount of non-construction contracts awarded on project/activity \$ _____
- b. Total dollar amount on non-construction contracts awarded to Section 3 Businesses \$ _____
- c. Percentage of the total dollar amount that was awarded to Section 3 Businesses _____ %
- d. Total number of Section 3 Businesses receiving non-construction contracts _____

Part III: Summary

Indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs to the greatest extent feasible, towards low and very low income persons, particularly those who are recipients of government assistance for housing (Check all that apply).

_____ Attempted to recruit low income residents through local advertising, signs displayed at project site, contacts with community organizations, and public or private agencies operating within the area in which the Section 3 covered project is located, or similar methods.

_____ Participated in a HUD program or other program, which promotes the training or employment of Section 3 residents.

_____ Participated in a HUD program or other program, which promotes the award of contracts to business, concerns which meet the definition of Section 3 business concerns.

_____ Coordinated with Youthbuild programs administered in the area in which the Section 3 project is located.

_____ Other: describe below.

Section 3 of the Housing and Urban and Development Act of 1968, 12 U.S.C. 1701.u, mandates that HUD ensures the employment and other economic opportunities generated by HUD housing and community development assistance programs are directed toward low- and very-low income person, particularly those receiving government assistance for housing. The regulations are to be found at 24 CFR Part 135. The information will be used by HUD to monitor program recipient's compliance with Section 3, to assess the results of HUD's efforts to meet the statutory objectives of Section 3, to prepare reports to Congress, and by recipients as a self-monitoring tool. This information is collected annually by HUD to assist in meeting its reporting requirements under Section 808(e)(6) of the Fair Housing Act and section 916 of the HCDA 1992. An assurance of confidentiality is not applicable to this form. The Privacy Act of 1974 and OMB Circular A-108 are nor applicable. The reporting requirements do not contain sensitive questions. Data is cumulative; personal identifying information is not included.

Section 3 Report Instructions:

Recipient Information

1. Enter project designated area
2. Enter the name of the entity completing the form
3. Enter the name of the contact person
4. Enter the contact person's phone and e-mail address
5. Enter the dollar amount of the project award
6. Enter the time period (month and year) this report covers

Part I Employment and Training Data

Column A contains various job categories. Professionals are defined as people who have special knowledge of an occupation (i.e. supervisor, computer programmers, etc.). For construction positions list each trade. The category of "Other" includes occupations such as service workers. Provide data in columns B through E for each job category.

Columns B and C enter the number of new hires who were not on the payroll for employment at the time of selection for this Section 3 project.

Column D enter the percentage of all the staff hours of new Section 3 new hires for this project.

Column E enter the percentage of the total of staff hours worked for Section 3 employees and trainees (including new hires) connected with this award. Include staff for part-time and full-time work.

Column F enter the total number of employees or trainees that were employed and trained in connection with this award.

Part II Contracts Awarded

1. Construction Contracts
 - a. Enter the total dollar amount of all contracts awarded on the project.
 - b. Enter the total dollar amount of the contracts awarded to Section 3 businesses on this project.
 - c. Enter the percentage of the total dollar amount of contracts connected with the project awarded to Section 3 businesses.
 - d. Enter the number of Section 3 businesses receiving contracts.
2. Non-Construction Contracts
 - a. Enter the total dollar amount of all contracts awarded on the project.
 - b. Enter the total dollar amount of the contracts awarded to Section 3 businesses on this project.
 - c. Enter the percentage of the total dollar amount of contracts connected with the project awarded to Section 3 businesses.
 - d. Enter the number of Section 3 businesses receiving contracts.

Part III: Summary

Self-explanatory